



98-313

State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

NEW JERSEY STATE FORESTRY SERVICES

MAIL CODE 501-04

PO Box 420

TRENTON, NJ 08625-0420

TEL: 609-292-2532 FAX: 609-984-0378

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BOB MARTIN
Commissioner

Instructions

DO FIRST

Governing Body Resolution (GBR) instructions:

Attached, is the GBR, do not edit or change format it will only be accepted in the form it is in. Non-compliance with this will void the grant. The resolution was filled out based on the application information.

1. Please fill in the remaining blanks of your GBR.
2. Have the GBR voted on.
3. Then have the resolution certifier sign, date, and provide a raised seal (raised seal is optional but recommended).
4. Send an original GBR with the optional raised seal with the signed Grant Agreement as followed below.

NEXT

Grant Agreement instructions:

To expedite this matter, please follow the steps below carefully and return all the documents promptly to the Community Forestry Program address below.

1. Have the authorized municipal official sign and date all 3 copies of Page 2 on the line above where the name is typed as soon as reasonably possible, and after the resolution is passed.
 - a. **DO NOT use a signature stamp** in place of an original signature.
 - b. If a new authorized municipal official has been appointed to the listed position that executes the grant since the resolution was signed, then draw 1 line through the previous municipal official's name. **DO NOT use white-out**. Then have the new authorized municipal official sign their name and list their job title.
 - c. If your municipality does any lobbying please contact me before signing this document.
2. (Optional) Have the municipal or corporate attorney sign the same three copies of Page 2 as to their approval of the form in the designated space. This is optional but is a requirement of some New Jersey municipalities.
3. Mail your original signed grant agreement and resolution to:
Mail Code 501-04
Green Communities 2013 Grant
DEP- New Jersey State Forestry Services
PO Box 420
Trenton, NJ 08625-0420

C. M. Tacinelli
A. Sandoz